

(8-08)

Directions for Updating the Kentucky Adult Education Personnel Worksheet

1. Go to your electronic files and open your current personnel and budget worksheets. Be sure that the county and program names are completed on the budget worksheet; they will be carried forward to the personnel worksheet. Save the budget and personnel worksheets to a new file.
2. To report an employee who has left, leave her/him on the worksheet, but reduce the # hours, # weeks, and salary and fringe columns to reflect only the time worked and actual salary/fringe paid to that employee.
3. Add any new person(s) in the appropriate section (administrative or instructional) and complete all information.
4. If you have not yet hired a replacement, but expect to do so, you may enter a line entitled 'TBA' or 'vacant' and report expected salary and fringe for this person. Within ten days of hiring a replacement, you must submit updated personnel and budget worksheets to KYAE. Leah.Hymer@ky.gov. (Remember to update AERIN, too!)
5. Verify that your budget is unaltered by this change. If the personnel update results in a changed total for either administrative or instructional personnel, you will need to adjust your budget to equal the total grant amount.
6. If a budget adjustment is required, download the KYAE-10B form available on the KYAE Forms/Resources page(<http://www.kyae.ky.gov/educators/forms.htm>) to report the realignment (a change of no more than 10% to any line of your budget) or to request an amendment. Remember, if an amendment is requested, continue to use your pre-update budget on the KYAE-10 Expenditure Report until you have received written notification that the amendment has been approved.
7. Email the updated personnel and budget worksheets and, if necessary, a KYAE-10B Budget Amendment Form to Ashley.Smith@ky.gov. Include a brief description of what has been changed; for example, add a person, add/delete hours, salary change, etc., in the body of your email.
8. Be sure to save a copy of the updated budget and personnel worksheet as the new 'current' ones in your electronic files.